

616.0 Seed Department

IT Plan Version: B 1

Goals and Objectives

Goal: 1 Update software and infrastructure to be in line with current standards

Objectives

Timeframe

Accomplishments/Status

- 1 Migrate all business application software from DOS applications to web-ready windows applications.
- 2 Establish NT 4.0 Client Server Environment.
- 3 Add workstations to NT 4.0 Client Server Environment upon completion of the business application software to provide all staff with necessary access.
- 4 Establish a hardware replacement schedule to replace hardware every 4 years, and update software as needed.

99-01

Conversion of custom software was initiated in January 1999. After evaluation of progress proved inadequate, the project was terminated in September 1999. The project has been reorganized with the assistance of Information Technology Department, and the Department resumed software design and development in March 2000, with a target completion date of June 2001.

99-01

Initial installation of the Windows NT 4.0 Server Domain environment has been completed, including Microsoft Office and Internet connectivity through NDSU

99-01

Ongoing

Goal: 2 Improve customer service through the use of technology.

Objectives

Timeframe

Accomplishments/Status

- 1 Create a front end static NDSSD web site by October 2000.
- 2 Create a dynamic web site allowing secure remote access to customer data retrieval and input by both staff and customers. This will be an addition to the static web site.
- 3 Installation of updated phone system including voice mail.

99-01

The Department is preparing conceptual ideas and information and a developer is being researched. The static website will provide basic information of the Department history, structure, services, rules and regulations, but at this point will not provide for remote entry by staff or customers nor will it provide testing or inspection results.

99-01

01-03

Discussion with Information Technology Department to facilitate installation has taken place.

Goal: 3 Improve Staff and Department efficiency through the use of technology

Objectives

Timeframe

Accomplishments/Status

- 1 Provide for off-site access to user workstation and e-mail for department staff.
- 2 Provide on-line access to SAMIS.
- 3 Provide remote access by field staff to business application software for both data input and retrieval.
- 4 Increase use of e-mail and automated fax for customer reporting, thereby reducing paper handling and mailing.
- 5 Continue staff training as offered through NDSU.

01-03

99-01

With the assistance of Information Technology Department, access should be complete by 2/00.

01-03

Ongoing

Ongoing

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Goal: 3 Continued....

Objectives

- 6 Provide for a minimum of a part-time NT system administrator on staff.

Timeframe

01-03

Accomplishments/Status

Currently NT administration is out-sourced through a local vendor. The department has a vacant position to reclassify to provide for a computer support person on staff.

Activity	Priority	Activity Type	Start Date	End Date		99-01	01-03	03-05
1 SSAS-Seed App Sftwr	1	Maintenance/Base	Ongoing					
The department maintains as extensive custom programmed business application (SSAS-State Seed Application Software) for tracking and reporting seed inspection and testing, seed regulatory permit holders, USDA grade inspection and diagnostic and laboratory testing. The current application is DOS-based, and is no longer capable of being supported. With changes in the agricultural industry and changes in technology, the department is in need of increased capabilities, many of which are currently requiring duplication of efforts to accomplish.					IT PLAN ESTIMATED COST	\$300,000	\$75,000	\$50,000
					BASE BUDGET REQUEST		\$75,000	
					OPTIONAL BUDGET REQUEST		\$0	
					BUDGET NONAPPROPRIATED		\$0	
Converted business application software will provide a web-ready environment with increased flexibility for management reporting and staff access, with a reduction of paper handling and duplication.								
Conversion to a web-ready windows application on the NT 4.0 client server environment was initiated, and after evaluation of the progress, the development was reevaluated and reorganized with the assistance of Information Technology Department. The development process will be completed in the 99-01 fiscal year. Ongoing updates and maintenance of the system will be required to provide for additional enhancements and industry changes.								

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Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05	
2 Local Area Network	2	Maintenance/Base	Ongoing					
The department maintains a Windows NT 4.0 Server Domain environment including Microsoft Office, and will house the business application software upon it’s completion. Costs include data processing access for SIBR,SAMIS, Payroll, OMB closing packages.					IT PLAN ESTIMATED COST	\$75,000	\$80,000	\$80,000
					BASE BUDGET REQUEST		\$80,000	
					OPTIONAL BUDGET REQUEST		\$0	
					BUDGET NONAPPROPRIATED		\$0	
The environment currently consists of 2 file servers, 14 client workstations and 2 printers. The physical network is an Ethernet Star configuration using TCP/IP and provides Internet access through NDSU on a fiber optic T1 line. Microsoft Exchange Server 5.5 is used for E-mail connectivity and QWS320 Plus provides on-line access to SAMIS. McAfee Netshield is used for anit-virus protection.								
Additional workstations will be required for necessary staff access upon completion of the business application software, and additional printers will also be required.								
A hardware replacement schedule of every 4 years has been established.								
The infrastructure is currently supported by a local vendor. The department will research the feasibiltiy of hiring a minimum of a part-time position to provide NT support.								
Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05	
3 Web Access	3	Maintenance/Base	Ongoing					
Maintain a static and dynamic Internet web site to allow for publication of department information, marketing information for seed growers, and secure access by growers to information regarding inspection and testing. Allows for customer input of data to eliminate paper handling and data entry by department staff.					IT PLAN ESTIMATED COST	\$25,000	\$5,000	\$5,000
					BASE BUDGET REQUEST		\$5,000	
					OPTIONAL BUDGET REQUEST		\$0	
					BUDGET NONAPPROPRIATED		\$0	
Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05	
4 Phone Sys	4	Maintenance/Base	Ongoing					
Upgrade to improve the department phone system by moving from current limited system installed in 1993 to the current ITD level of telecommunications. Costs include all telephone line charges and long distance, which are paid to ITD.					IT PLAN ESTIMATED COST	\$6,000	\$55,000	\$55,000
					BASE BUDGET REQUEST		\$55,000	
					OPTIONAL BUDGET REQUEST		\$0	
					BUDGET NONAPPROPRIATED		\$0	

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Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05	
5 Citrix Metaframe	5	Enhancement/Upgrade	06/2002	09/2002				
Initiate remote Citrix Metaframe to allow all workstation platforms to run SASS from remote locations. All processing and memory storage is done on the Citrix Metaframe terminal server. Citrix Metaframe allows for central administration of all software programs and has been proven effecient at running custom programs comparable to SASS. Citirx Metaframe will require the purchase of a new file server with extensive memory and processing speed, however, it will allow usage of obsolete computers for remote access.					IT PLAN ESTIMATED COST	\$0	\$45,000	\$0
					BASE BUDGET REQUEST		\$45,000	
					OPTIONAL BUDGET REQUEST		\$0	
					BUDGET NONAPPROPRIATED		\$0	
Purchase of a new server and client licensing will be required.								
Justification:								
A Citrix Metaframe system will provide maximum speed from remote locations with out necessity of updated hardware for all remote staff. The department has approximately 12 full time and 25 seasonal employees who currently do not have access to SASS and would be able to access, retrieve and enter data from any remote location using any available hardware. Other full-time staff would also be able to access software from customer locations, while traveling or from home. This will reduce time, duplication of entry , mail and paper handling by the support staff as well as increasing speed of reporting to customers.								
Impact on other activities:								
This enhancement will result in a minimal increase in ongoing costs in activity #2 of approximately \$5,000.								
Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05	
6 Field Access	6	New Initiative	07/2003	09/2003				
Provide wireless connectivity, monthly service and software incorporating the use of GPS to field inspection staff for access and input to business application software. Through the use of palm pilots, the department would provide access to approximately 12 permanent and 25 temporary field staff. This will enable field staff to more quickly locate fields to be inspected as well as provide faster and more complete reporting of field status with entry being done at the same time as inspection. Adhoc reporting will be more timely and useful to the agricultural industry.					IT PLAN ESTIMATED COST	\$0	\$0	\$75,000
					BASE BUDGET REQUEST		\$0	
					OPTIONAL BUDGET REQUEST		\$0	
					BUDGET NONAPPROPRIATED		\$0	
Justification:								
Usage of GPS to locate fields for inspection would increase efficiency of field staff. Palm pilot access would reduce paper handling and wireless connectivity would increase customer reporting time and decrease office staff duplication of entry. More extensive information will be available to the industry on a more timely basis.								
Impact on other activities:								

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Total Agency	IT PLAN ESTIMATED COST	\$406,000	\$260,000	\$265,000
	BASE BUDGET REQUEST		\$260,000	
	OPTIONAL BUDGET REQUEST		\$0	
	BUDGET NONAPPROPRIATED		\$0	